



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Human Resources Specialist	Salary Range:	27C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the Human Resources (HR) Specialist provides confidential technical and administrative support in delivering human resources services. The Specialist requires handling sensitive personnel information, shaping management strategy, and serving as a subject-matter resource in complex matters affecting labor relations, fiscal accountability, and compliance.

The HR Specialist provides specialized support in areas such as onboarding, personnel records administration, classification and compensation transactions, benefits processing, and related human resources functions.

DISTINGUISHING CHARACTERISTICS

The Human Resources Specialist is a paraprofessional classification in the confidential human resources series that serves as a bridge between technical human resources execution and more complex procedural interpretation across multiple functional areas. The Specialist performs a wide variety of confidential and technical human resources functions that require knowledge of established policies, procedures, and regulatory requirements. The HR Specialist requires careful handling of sensitive employment information and work products that may influence collective bargaining, grievance resolution, or labor negotiations.

The Specialist differs from the Human Resources Analyst in that incumbents perform technical and transactional work under general guidance, while the Analyst independently leads advanced, complex projects and serves as a lead resource to other confidential staff.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Confidential Personnel Records and Employment Actions

1. Processes confidential personnel records, contracts, salary placements, step increases, and other employment actions with discretion.
2. Maintains and updates personnel files and HRIS records, applying heightened confidentiality protocols for data related to negotiations, grievances, or investigations.
3. Prepares confidential reports for executive leadership regarding employment actions, trends, or sensitive personnel matters.



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Confidential Onboarding

4. Coordinates onboarding for new hires with discretion, ensuring timely completion of forms, verifications, and orientations in compliance with policies and confidentiality standards.
5. Prepares employment contracts for personnel in accordance with established policies and procedures; analyzes, evaluates, and calculates qualifications and work experience for academic, classified, and administrative classifications to ensure appropriate salary placement and step advancement; reviews and verifies the minimum qualifications of faculty and staff.
6. Analyzes transcripts, certifications, and employment verifications according to Chancellor Office Guidelines, Education Code, and/or Title V to certify academic, administrative, and classified personnel, meet state minimum qualifications, and faculty service areas.
7. Coordinates equivalency requests, facilitates committee meetings, and implements outcomes.

Confidential Classification and Compensation Analysis

8. Processes job data changes and reclassification-related documentation.
9. Supports the confidential analysis and review of job descriptions, salary schedules, and organizational structures to assist management in preparing for negotiations, compensation reviews, and classification studies.

Confidential Correspondence, Reporting, and Compliance Support

10. Drafts and prepares confidential correspondence, reports, presentations and briefing documents for executive leadership and Board level consideration.
11. Respond to questions from employees, managers, and external agencies, exercising discretion when matters involve grievances, negotiations, or disciplinary issues.
12. Ensures compliance with federal, state, and local employment regulations and District policies, with particular attention to areas under active labor relations review.

Technology and Process Improvement

13. Utilizes HRIS and applicant tracking systems to execute employment transactions, generate reports, and audit data integrity; coordinates with Information Services to test system changes and implement enhancements.
14. Recommends and implements process improvements that streamline HR workflows, strengthen internal controls, and enhance service quality.
15. Mentors, trains, and guides District employees across all campuses in specialized HR procedures, shaping best practices and serving as both a technical expert and strategic advisor to managers, deans, supervisors, and staff across both classified and academic areas.
16. Learns and applies emerging technologies and advances in HR systems, tools, and practices as necessary to perform duties in an efficient, organized, and timely manner.



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Diversity, Equity, Inclusion, and Accessibility (DEIA)

17. Supports District efforts to foster an inclusive work environment by ensuring HR practices and processes are equitable, accessible, and culturally responsive.
18. Attends and participates in diversity, equity, inclusion, and accessibility training and initiatives to enhance awareness and support fair employment practices.
19. Assists in promoting and integrating DEIA principles into recruitment, onboarding, classification, and other HR functions.

General

20. Performs administrative tasks to support assigned HR functions, including scheduling, data entry, and document preparation.
21. Drafts, proofreads, and maintains confidential correspondence, reports, and documents for HR management.
22. Coordinates meetings, trainings, and activities related to HR programs while ensuring confidentiality.
23. Participates in special projects, cross-functional workgroups, and policy updates.
24. Performs other related duties as assigned to support the operational objectives of the Human Resources Department.
25. Provides back up support to recruitment and selection including planning, posting, and screening. Assists with maintaining confidential applicant data within tracking systems ensuring integrity during recruitment processes.
26. Compiles, coordinates and prepares Board Agenda items and materials for assigned area of responsibility.
27. Trains and provides work direction and guidance to hourly staff as directed.

WORKING RELATIONSHIPS

The Human Resources Specialist works closely with Human Resources management and staff to coordinate confidential recruitment, classification, benefits, and personnel transactions. The position provides discreet assistance to District administrators, managers, and supervisors on sensitive personnel matters, while collaborating with Payroll and Information Services to ensure secure processing of employee data. The Specialist also communicates with applicants, employees, retirees, and external agencies or to exchange information and provide confidential guidance in compliance with policies and agreements.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from a regionally accredited institution in human resources, business/public administration, organizational development, or a related field **AND** two (2) years of increasingly responsible experience in human resources functions such as onboarding, personnel records management, classification and compensation, or related human resources functions preferably in a public-sector or unionized environment;

OR

- Associate degree from a regionally accredited institution in a related field **AND** (4) years of increasingly responsible, directly related human resources experience;



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OR

- High school diploma or GED **AND** six (6) years of increasingly responsible, directly related human resources experience;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position: **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff and be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience working in a public sector or educational institution human resources environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Principles, practices, and terminology of human resources administration, including recruitment, onboarding, personnel records management, benefits, classification, and compensation.
- Federal, state, and local laws, regulations, and compliance requirements governing employment in the public sector, including equal employment opportunity, leaves, and labor standards.
- Applicable sections of the California Education Code.
- Principles of labor relations support, including how HR data and processes intersect with negotiations, grievances, and disciplinary actions.
- District personnel policies, procedures, collective bargaining agreements, and administrative practices applicable to confidential employment information.
- Methods for preparing, safeguarding, and presenting confidential reports, correspondence, and analyses for executive leadership and board-level review.
- Use and application of human resources information systems (HRIS), applicant tracking systems, and office technology to process transactions and maintain data integrity.
- Business writing and professional communication practices.
- Principles and practices of diversity, equity, inclusion, and accessibility in the workplace.

Skills:

- Interpreting and applying employment laws, rules, policies, and collective bargaining agreements with discretion and accuracy.
- Entering, retrieving, and analyzing HR data in HRIS and applicant tracking systems with a high degree of accuracy and attention to detail.
- Drafting clear, concise, and professional reports, correspondence, and supporting documents.



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- Analyzing HR data and identifying trends or anomalies that may have implications for management strategy, negotiations, or compliance.
- Exercising discretion and maintaining confidentiality when exposed to sensitive management discussions, personnel matters, or labor relations issues.
- Establishing and maintaining cooperative and effective working relationships with individuals at all organizational levels and external agencies.
- Managing multiple priorities, deadlines, and confidential projects simultaneously in a fast-paced environment.
- Adapting to new processes, procedures, and technologies to improve efficiency and service delivery.

Abilities:

- Perform a variety of confidential technical and administrative duties in support of human resources programs and management objectives.
- Communicate effectively, both orally and in writing, with employees, administrators, managers, union representatives, and external stakeholders while safeguarding confidential information.
- Interpret and apply HR rules and policies in a manner that balances employee needs with management's strategic objectives.
- Anticipate sensitive issues, recognize when matters require elevation to management, and maintain strict neutrality and confidentiality in all such situations.
- Exercise sound judgment, tact, and diplomacy in handling complex or sensitive personnel issues.
- Work independently and collaboratively as part of a team, demonstrating initiative, professionalism, and integrity.
- Apply DEIA principles to ensure HR services and processes are inclusive, accessible, and equitable.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Travel may be required for various off-site meetings, training, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Work requires frequent sitting, walking, and standing for extended periods. The position involves repetitive use of hands to operate a computer and other office equipment, reaching with hands and arms, and occasional bending or crouching. May lift and carry materials weighing up to 25 pounds, unassisted. Visual acuity is required for reading printed materials and computer screens.

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.



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The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

Requires sustained attention to detail, accuracy under deadlines, and the ability to interpret complex regulations and data; maintain confidentiality; prioritize and manage multiple tasks; exercise sound judgment; and remain composed while addressing sensitive, time-critical issues.

WORK ENVIRONMENT AND CONDITIONS

Work Environment

Work is performed primarily in an office environment with frequent interaction with various District administrators and personnel, faculty, students and the public. Occasional travel to other District locations may be required.

Working Conditions:

The position involves frequent interruptions, high transaction volumes, and time-sensitive requests. It requires the ability to work independently while collaborating within a team setting.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.